

M I N U T E S
CITY COUNCIL MEETING
June 2, 2014
5:30 PM
Council Chambers

MEMBERS PRESENT: Mayor Stiehm. Council Members Steve King, Michael Jordal, Roger Boughton, Judy Enright, Jeremy Carolan, Jeff Austin and Council Member-at-Large Janet Anderson

MEMBERS ABSENT:

STAFF PRESENT: Director of Administrative Services Tom Dankert, Community Development Director Craig Hoium, Public Works Director Steven Lang, City Attorney David Hoversten, Police Chief Brian Krueger, Fire Chief Jim McCoy, Library Director Ann Hokanson, Park and Rec Director Kim Underwood and City Clerk Ann Kasel

OTHERS PRESENT: Austin Daily Herald, Post Bulletin, Marian Clennon, Deanna Reuter, Sherry Schied, Larry Ashley, Public

Mayor Stiehm called the meeting to order at 5:30 pm.

Added to the agenda:

5. Consent Agenda: Crete Construction, Inc., 87000 28th Street, Hollandale, MN

16. Approving proposal for Austin Downtown Master Plan. (Additional memo)

Moved by Council Member Enright, seconded by Council Member-at-Large Anderson, approving the agenda as amended. Carried.

Moved by Council Member Enright, seconded by Council Member Carolan, approving the minutes of May 19, 2014. Carried.

CITIZENS ADDRESSING THE COUNCIL

Deanna Reuter, 24767 Hwy 218, spoke in support of the legislature passing a medical marijuana bill. Ms. Reuter would like Austin to apply to be one of the eight distribution centers and would like the Council to lobby for it.

Larry Ashley, 3206 2nd Avenue NW, was recently annexed into the City of Austin and would like the City to spray the dandelions in the park near his home.

Public Works Director Steven Lang stated he has had conversations with Mr. Ashley on the topic and the City does not spray general park areas due to the high cost to spray and number of parks to spray.

Parks and Recreation Director Kim Underwood added that dandelions are not a noxious weed and the City does not spray for them.

Mayor Stiehm added that some people like dandelions and use them for wine or other purposes.

AWARDS AND RECOGNITIONS

Paul Austin, Executive Director of Conservation Minnesota, presented the City a Legacy Fund Award for its effective use of legacy funds to make the City a better place. The City and various organizations within the City have implemented programs which have used the funds as intended in the Legacy Amendment.

Chief McCoy recognized Troy Tigner's promotion to Fire Commander and the retirement of 24 year veteran Brian Lovik. Mr. Tigner stated he is looking forward to working with a great bunch of guys but will miss Brian Lovik as he was the "glue of the department." The Mayor and Council congratulated both gentlemen on their respective accomplishments.

CONSENT AGENDA

Moved by Council Member King, seconded by Council Member Austin, approving the consent agenda as follows:

Consent Agenda: Crete Construction, Inc., 87000 28th Street, Hollandale, MN

Claims:

- a. Pre-list of bills.
- b. Credit Card Report.

Carried.

BID OPENINGS AND AWARDS:

The City received bids for 7th Street NE (2nd Avenue to 4th Avenue) & 3rd Avenue NE (7th Street to 8th Street), Project 4-A-14. Director of Public Works Steven Lang stated the work will consist of the reconstruction of the asphalt pavement, curb & gutter, indrives, boulevard and replacement of underground utilities. There are multiple utilities located in a small area which increased the complexity of the project.

| Bidder | Bid |
|---------------------|--------------|
| Ulland Bros. Inc. | \$397,903.73 |
| Engineer's Estimate | \$274,964.25 |

Mr. Lang provided an overrun justification stating it will require an additional \$100,000 for a sanitary sewer lining and there was also a 10% cost overrun due to small project quantities. The project will be funding using Fund 49 – Capital Improvement Fund, Fund 61 – WWTP, and Fund 67 – Stormwater Utility Fund. Mr. Lang recommended awarding the project to Ulland Brothers, Inc.

Council Member Enright asked why there was only one bidder on the project.

Mr. Lang stated the City had multiple bids for projects earlier in bidding season so some contractors may already be booked for the year or may have easier work closer to their hometowns. This project is also more complex due to the close proximity of underground utilities.

Moved by Council Member-at-Large Anderson, seconded by Council Member Austin, adopting a resolution awarding the bid for 7th Street NE (2nd Avenue to 4th Avenue) & 3rd Avenue NE (7th Street to 8th Street), Project 4-A-14 to Ulland Brothers, Inc. 7-0. Carried.

PETITIONS AND REQUESTS:

Director of Administrative Services Tom Dankert requested the Council waive the annual audit of the Blazing Star Joint Powers Board as the cost of the audit is projected to be \$1,500 and the Board wrote no checks and earned only \$10.24 of interest in 2013. The Albert Lea City Council passed a resolution doing the same on May 28, 2014. The audit would take place once State funds are received to complete the trail between Austin and Albert Lea.

Moved by Council Member Austin, seconded by Council Member Boughton, adopting a resolution waiving the annual audit for the Blazing Star Trail Joint Powers Board. Carried 7-0.

Mayor Stiehm stated he was contacted by Scott Slindee of the United States Air Force who wants to bring the Air Force Drill Team to Austin for a performance on June 24th.

Moved by Council Member Boughton, seconded by Council Member King, approving request on Main Street from 2nd Avenue to 4th Avenue on June 24, 2014 for the Air Force Drill Team performance. Carried.

Director of Administrative Services Tom Dankert presented the request for proposals for the City website which will be redesigned. The RFP will be sent to many local web designers with the goal of having the new site up by the end of the year.

Moved by Council Member Enright, seconded by Council Member Boughton, authorizing request for proposals for the City website upgrade. Carried.

Kelly Lady, Marketing and Energy Services Manager at Austin Utilities, requested the Council approve the City's first public electric vehicle charging station. The station would be capable of charging two vehicles at once and is proposed to be located in the municipal parking lot at the corner of 1st Street and 3rd Avenue NW. This lot was chosen for the location because it is highly visible and would promote shopping and dining downtown. Currently, the first two stalls are leased to businesses but those businesses are willing to move their stalls to accommodate this request.

Moved by Council Member Austin, seconded by Council Member Enright, approving Austin Utilities' proposal for an electric vehicle charging station in the downtown municipal parking lot. Carried.

Director of Administrative Services Tom Dankert presented on the expiring cable TV franchise agreement. The Cable TV committee met on May 6, 2014 and recommended hiring Brian

Grogan with Moss & Barnett out of Minneapolis to negotiate the franchise agreement with Charter Communications. Mr. Grogan has negotiated the last two franchise agreements for the City and has many years of experience in dealing with cable television providers. The current agreement expires on December 14, 2014. Mr. Grogan's fee for service is proposed at \$12,500 to \$18,500 and is requested from general fund contingency.

Moved by Council Member King, seconded by Council Member Jordal, adopting a resolution approving a contract with Moss & Barnett for negotiating services with Charter Communications for the cable TV franchise agreement. Carried 7-0.

Director of Public Works Steven Lang presented on the proposed sign retroreflectivity policy which the City must adopt in order to meet State and Federal requirements. The policy would address sign maintenance and replacement to keep sign reflectivity at night above minimum levels through nighttime Visual Inspection by City employee. The goal of the policy would be to improve public safety.

Moved by Council Member Austin, seconded by Council Member Enright, adopting a resolution approving a Public Works sign retroreflectivity policy. Carried 7-0.

Chief Krueger requested the Council purchase six Panasonic Toughbooks for squad cars. The current Toughbooks are 6 ½ years old use Windows XP, which is no longer supported by Microsoft. They lack the hardware to run the new Records Management System. Chief Krueger proposed the purchase of three new Toughbooks at \$2,753 each and three refurbished units at \$1,391 each for a total of \$12,432, plus shipping. The funds for the request would come from the Police Forfeiture Fund.

Moved by Council Member Boughton, seconded by Council Member Austin, adopting a resolution approving the purchase of toughbooks for the Austin Police Department from the Police forfeiture account – budget adjustment number 4. Carried 7-0.

Public Works Director Steven Lang presented on the airport funds transfer agreement. The City of Austin receives an annual funding allocation from the Federal Aviation Administration through the airport gas tax for projects at the Austin Municipal Airport and those funds have a specified time period in which they must be used. The City has \$74,314 available from funding year 2011 that will expire soon. The funds can be transferred to a City in need and the City of Grand Rapids had been identified as having a need. The City of Grand Rapids would return the funds to the City of Austin in 2017.

Moved by Council Member Enright, seconded by Council Member Austin, adopting a resolution approving an airport funds transfer agreement with the City of Grand Rapids. Carried 7-0.

Public Works Director Steven Lang requested the Council approve professional services contract with Bolton & Menk for a Conditional Letter of Map Revision (CLOMR) on the Turtle Creek Flood Mitigation Project. The project will identify the properties that need to be removed from the floodplain and proposed berm placement. Bolton & Menk will complete the map and paperwork for the project. The cost of the work is estimated at \$31,600 and will be funded 50% with DNR grant and 50% Local Option Sales Tax.

Moved by Council Member King, seconded by Council Member-at-Large Anderson, adopting a resolution approving professional services from Bolton & Menk for a Conditional Letter of Map Revision on the Turtle Creek Flood Mitigation project. Carried 7-0.

Community Development Director Craig Hoiu presented on the consultant interviews for the Downtown Master Plan. He, along with Steven Lang and Laura Helle, interviewed four consulting firms that submitted proposals. The amounts of the submitted proposal are:

| | |
|----------------------------------|----------|
| Hammel, Green & Abrahamson, Inc. | \$25,000 |
| BWBR/Damon Farber Assoc. | \$38,000 |
| CR Planning/SEH Inc. | \$32,000 |
| RSP Architects | \$51,000 |

The interview committee recommended awarding the contract to CR Planning/SEH, Inc.

Moved by Council Member Austin, seconded by Council Member King, adopting a resolution approving the proposal from CR Planning/SHE, Inc. for the Austin Downtown Master Plan Update. Carried. 7-0.

Moved by Council Member Austin, seconded by Council Member-at-Large Anderson, granting the Planning and Zoning Department the power to contract for the removal of refuse and junk and/or illegally stored vehicles at 808 5th Avenue NE, Dirksen Property. Carried.

Moved by Council Member King, seconded by Council Member Austin, granting the Planning and Zoning Department the power to contract for the removal of refuse and junk and/or illegally stored vehicles at 611 14th Street NW, Hebl Property. Carried.

Moved by Council Member Enright, seconded by Council Member Austin, granting the Planning and Zoning Department the power to contract for the removal of refuse and junk and/or illegally stored vehicles at 1409 11th Avenue NW, Grover Property. Carried.

Moved by Council Member Austin, seconded by Council Member-at-Large Anderson, granting the Planning and Zoning Department the power to contract for the removal of refuse and junk and/or illegally stored vehicles at 502 6th Avenue SE, Bisping Property. Carried.

Moved by Council Member King, seconded by Council Member Austin, granting the Planning and Zoning Department the power to contract for the removal of refuse and junk and/or illegally stored vehicles at 109 12th Street NE, Jones Property. Carried.

REPORTS

Council Member-at-Large Anderson asked Steven Lang if the City is going to spray for mosquitos prior to the 4th of July.

Mr. Lang stated the engineering staff monitors the mosquito population and sprays as needed.

Council Member-at-Large Anderson attended the Hormel Institute groundbreaking and felt this is an exciting opportunity to expand medical research in Austin.

She also noted that the HRA was awarded the Small Cities Development grant and owner occupied properties in the South Crane neighborhood will be rehabilitated this summer.

Moved by Council Member Austin, seconded by Council Member King, adjourning the meeting to June 16, 2014. Carried.

Adjourned: 5:59 pm

Approved: June 16, 2014

Mayor: _____

City Recorder: _____